

<p style="text-align: center;">CITY OF BEAVERTON Program Coordinator – Photo Radar</p>
--

General Summary

Manage various projects and activities within a specific program(s) including a variety of administrative activities.

Key Distinguishing Duties

Manage the planning and operational activities of the Photo Radar/Photo Red Light program.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage program activities including marketing, outreach and communications with internal and external leaders and members. Research, analyze and recommend outreach strategies and opportunities. Recommend and implement program and policy improvements.
2. Prepare and monitor employee work schedules and timesheets. Monitor progress to ensure objectives are met. Participate in the hiring process, training and evaluation of work product.
3. Prepare reports and recommendations.
4. Assist in developing and monitoring program budget.
5. Authorize payments to program vendor contracts.
6. Serve as liaison between groups as required. Attend and facilitate meetings. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
7. Provide professional timely research and analysis in support of program activities and in response to inquiries for information and materials.
8. Develop and produce educational and training materials. Create and disseminate materials such as brochures, posters, fliers, advertisements, press releases, and email/web materials.
9. Coordinate and perform operational activities in support of program activities. Develop, format and maintain electronic information including databases.
10. Plan and implement events including obtaining necessary items, set up, take down and follow up with personnel and vendors.

11. Manage volunteers as necessary.
12. Participate in division and section operational processes including procedure development and implementation.
13. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Produce an acceptable quantity and quality of work that is completed within established timelines.
18. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.
2. Research and administer grants.

Knowledge Required

- ◆ Working knowledge of procedures, practices and principles of assigned program(s).
- ◆ Working knowledge of the laws and regulations governing assigned program(s).
- ◆ Working knowledge of public/business administration practices and decision-making.
- ◆ Working knowledge of principles and practices of outreach, public relations and marketing.
- ◆ Working knowledge of administrative support functions.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services.
- ◆ Advanced knowledge of English grammar, spelling, and arithmetic.

Skills/Abilities Required

- ◆ Advanced ability to establish and maintain effective working relationships with diverse employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills including customer problem resolution.
- ◆ Strong ability to organize and prioritize workload and projects.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to resolve problems or conflicting situations in a professional, timely and efficient manner.
- ◆ Strong ability to facilitate group processes and build consensus.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to perform analysis, draw conclusions and provide preliminary analytical reports.
- ◆ Strong ability to determine appropriate responses, resources, and staff necessary to resolve situations in a professional and successful manner including the ability to know what to refer to another position.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Strong ability to make presentations.
- ◆ Advanced ability to use a word processing, spreadsheet programs, graphics design or other application software as required for position.
- ◆ Strong ability to use general office equipment.
- ◆ Ability to successfully monitor the operations and budget of a section.

Minimum Qualifications Required for Entry

Bachelor's degree in public and/or business administration, or a related field and two years progressively responsible experience in a customer driven professional environment including one year experience in program coordination with emphasis on outreach to and working with public and citizen groups/committees required, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; daily standing for prolonged periods; weekly dealing with distraught or difficult individuals; frequent attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Classification created: July 1, 2008

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date